

## FORMALITIES LETTER



\*OC00000005096879\*

UNITED STATES DEPARTMENT OF COMMERCE  
Patent and Trademark OfficeAddress: COMMISSIONER OF PATENT AND TRADEMARKS  
Washington, D.C. 20231

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/515,338	02/29/2000	J. Larry Summers	067575.0104

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Dallas, TX 75201-2980



Date Mailed: 05/04/2000

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- Small Entity Statement is unsigned.
- **The balance due by applicant is \$ 130.**

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*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center

Initial Patent Examination Division (703) 308-1202

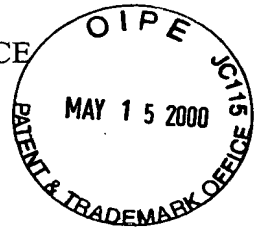
PART 2 - COPY TO BE RETURNED WITH RESPONSE

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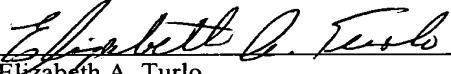
IN THE UNITED STATES PATENT AND TRADEMARK OFFICE



In re Application of: J. Larry Summers, et al.  
Serial No.: 09/515,338  
Filing Date: February 29, 2000  
Title: INTERNET-ENABLED CONFERENCING SYSTEM AND  
METHOD ACCOMMODATING PSTN AND IP TRAFFIC

Attn: Box Missing Parts  
Assistant Commissioner for  
Patents  
Washington, DC 20231

I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Attn: Box Missing Parts, Assistant Commissioner for Patents, Washington, DC 20231, on the date shown below:

  
Elizabeth A. Turlo  
Date 5/10/00

Dear Sir:

RESPONSE TO NOTICE TO FILE MISSING PARTS  
OF NONPROVISIONAL APPLICATION


This is in response to the Notice to File Missing Parts of Nonprovisional Application Under 37 CFR 1.53(b) – Filing Date Granted, mailed May 4, 2000. Applicants submit herewith:

- a) A copy of the Notice to File Missing Parts of Application – Filing Date Granted;
- b) Executed Verified Statement Claiming Small Entity Status;
- c) Executed Declaration and Power of Attorney document for the above-referenced patent application, which was filed February 29, 2000.
- d) A check in the amount of \$65.00 is enclosed for the payment of the surcharge as a small entity; and
- e) Executed Assignment for the above-referenced patent application. The Assignment Transmittal Form and filing fee in the amount of \$40.00 are included herewith.

The Commissioner is hereby authorized to charge any additional fee or credit any overpayment to Deposit Account No. 02-0384 of Baker Botts L.L.P.

Respectfully submitted,

BAKER BOTTS L.L.P.  
Attorneys for Applicants

  
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Date: May 10, 2000